

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Citizenship Leave

ADMIN 1-327

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 08/12/04

Revised: 02/16/12

Approved: 04/16/15

Approved: 06/14/18

POLICY

Benefit eligible employees shall be granted leave with pay for jury duty, voting (for up to three [3] hours) or when subpoenaed as a witness. Non-benefit eligible employees will be granted unpaid time off. This leave should be requested from the staff member's supervisor as soon as possible or at least one (1) day in advance. See also the requirements of Policy 1-320 Requests for Leave.